

REPORTING REQUIREMENTS FOR CONGRESSIONALLY-DIRECTED GRANTS

I. Annual Progress Reports: Progress reports are required for Congressionally-directed grants that exceed a certain length of time. For grants awarded in FY 2005, the reporting schedule will be as follows:

Projects ending in calendar year 2006: No progress report is required; just a final report within 90 days of the project end date.

Projects ending in calendar year 2007: A progress report is required and must be submitted by July 31, 2006. The final report will be due 90 days after the project end date.

Projects ending in calendar year 2008: Progress reports will be due on July 31, 2006, and July 31, 2007. The final report will be due 90 days after the project end date.

There is no required format for the annual progress report. However, the outline below is suggested for your use. A typical progress report is about five pages long. Please send two copies to the address below.

Beverly Baker
Progress Reports -- P116Z
U.S. Department of Education
1990 K Street, N.W. – 6th Floor
Washington, DC 20006-8544

Outline for the progress report:

Page 1 – cover page:

1. Grantee organization with mailing address
2. Grant number
3. Date of the report
4. Project start date
5. Project end date
6. Project director with mailing and e-mail addresses, telephone
7. Total amount of grant award

Pages 2 and following:

1. Progress on the goals and objectives compared to those originally established for the performance period.
2. Barriers, if any, to meeting the established goals and objectives within the project timeline.
3. Other pertinent information on the progress of the grant project, as appropriate.
4. Pertinent budget information including comparison of current expenditures with spending plan.

II. Final Project Reports: Final reports are required of all Congressionally-directed grantees. The final report is due within 90 days of the final end date of the project. Although there is no required format, the outline below is suggested for your use. A typical report is five to ten pages long. Submission of this report will allow us to proceed with the closeout of your grant in good standing. Please be sure to submit the report within 90 days of the end of your grant period.

An original report and two copies should be mailed to:

Beverly Baker
Final Reports -- P116Z
U.S. Department of Education
1990 K Street, N.W. – 6th Floor
Washington, DC 20006-8544

Outline for the final report:

Page 1 – cover page:

1. Grantee organization with mailing address
2. Grant number
3. Date of the report
4. Project start date
5. Project end date
6. Project director with mailing and email addresses
7. Total amount of grant award

Pages 2 and following:

1. Comparison of actual accomplishments with the goals and objectives originally established for the performance period.
2. Reasons why established goals were not met, if appropriate.
3. Other pertinent information about the implementation of the award.
4. A budget summary listing the final approved budget for your grant by federal categories and actual expenditures in each category. Please note any funds remaining from the grant award.